

Application Process Guide for Submitting a State Application for Kentucky State Parks Internship Program

1. To begin the application process click on, copy and paste, or type the link below in your web browser's address bar:
https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=20101&siteid=5031 .
2. Create your account on the “**Welcome**” page by accessing the link that reads “**click here to create a new account**” located in the gray shaded box.
3. Next click “**Search Openings.**” Scroll to the bottom of the page to “**Vacancy Keyword Categories**” to select “**Co-op/Intern Program**” and click “**Search.**” Click on the “**Auto req ID**” link. This is the job posting to apply for internships. Complete the “**Submit resume/CV,**” “**Resume/CV profile information,**” and “**Application**” sections. **For work type select interim.**
4. Once you have completed all sections and saved the information, you can choose to print your application which will be sent to you via email in pdf form. Or you can choose “**Submit**” which completes the process and returns you back to the main screen. At this point your application will be stored electronically so that we may request a copy for review.
5. **Please note:** After you submit your application, someone from the Personnel Cabinet will contact you requesting the Academic Credit Agreement Form and a copy of your unofficial transcript.

Please send an interest form to Tanya Bradshaw at Tanya.Bradshaw@ky.gov and notify her once you have submitted your application as well as the other required documentation.